

1.1 Lender Registration - FHA Connection

LASS is a secure, web-based system that contains sensitive financial and lending information. Due to this sensitive information, users must register for a secure HUD user ID in order to access LASS.

To obtain a secure HUD user ID, all lenders must go to FHA Connection to apply for an Application Coordinator ID or Standard User ID.

Note: Each lending institution may have up to two Application Coordinator IDs and an unlimited number of Standard Users.

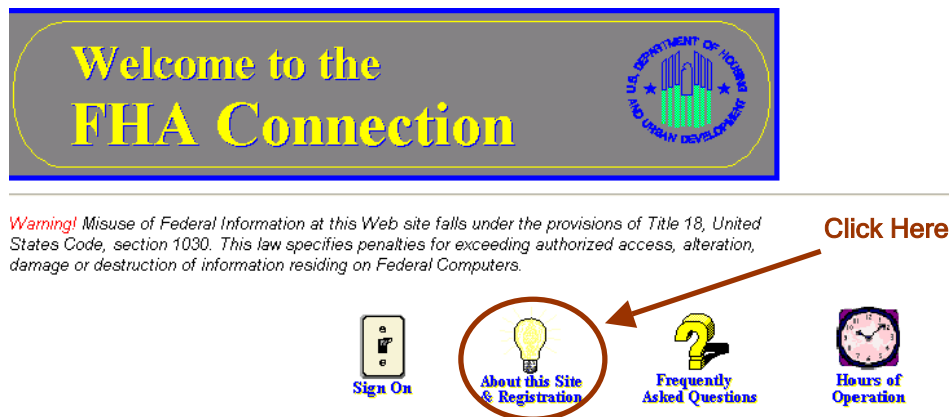
1.1.1 Application Coordinator ID Registration

The Application Coordinator will act as the administrator for FHA Connection. The person assigned the Application Coordinator ID will be responsible for assigning all roles within FHA Connection in order to successfully submit financials to HUD using LASS. LASS roles are defined in **Section 1.3 Role Code Definition & Assigning Roles** of this User Manual.

Applying for an Application Coordinator ID:

Step 1: Access FHA Connection by going to <https://entp.hud.gov/clas>

Step 2: Click on the 'About This Site & Registration' icon. (See Below)




Step 3: Registration page will display. Click on the 'Application Coordinator Registration' link.

Each lending organization is allotted two Application Coordinator IDs. An Application Coordinator ID allows an applicant to change non-secure information for a user or the lending organization's other Application Coordinator. Even though an Application Coordinator has the authorization to update user information, he/she can still perform authorized functions within the FHA Connection. Prior to applying for an Application Coordinator ID, an applicant is advised to verify the lending organization's [mailing address](#) on the Lender Approval System to avoid possible mailing delays. An Application Coordinator applicant is required to complete the [Application Coordinator Registration](#) page. Once HUD reviews and approves the request, an Application Coordinator ID will be issued. A letter verifying the Application Coordinator's ID and FHA application(s) authorization will be forwarded in 7 to 10 days to the applicant's lending organization in care of the CEO. Final approval will be given to the applicant once the CEO reviews and approves the applicant's FHA application(s) authorization.

Step 4: Complete the form in its entirety. The applicant **MUST** check the 'Submitter' box under the Lender Assessment Subsystem for Title I, Title II, or both to gain access to LASS. (See below)

Authorization for **Physical Assessment Subsystem** Applications:
☐ Scheduler ☐ Single Family REO Inspection

Authorization for **Development Application Processing** Applications:
☐ MAP Discipline Assignor ☐ MAP User

Click Here  Authorization for **Lender Assessment Subsystem** Applications:
☐ Submitter

Title I Lender ID:

Authorization for **Title I** Applications:
☐ Report Single Loans ☐ Report Single Refinances ☐ Report Multiple Loans
☐ Claim Inquiry ☐ Download Bills

Step 5: Click 'Send' at the bottom of the page.

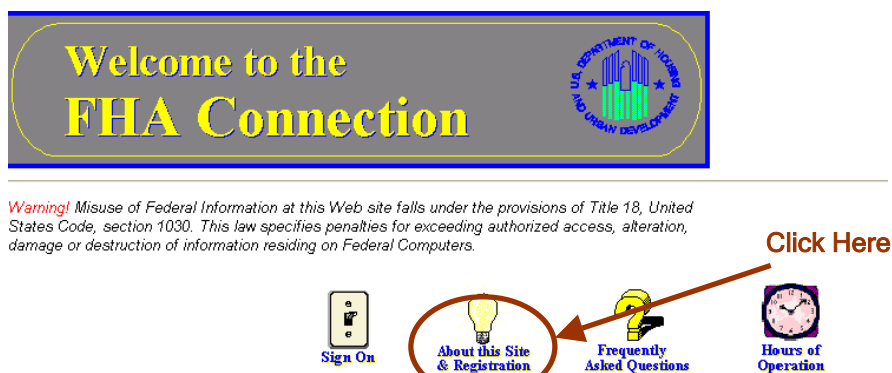
Note: Once the applicant has applied for the Application Coordinator ID, FHA Connection will send the information to the owner/comptroller of the company within 7 - 10 business days via regular mail. The password is not included in this packet so ensure the applicant remembers the password.

1.1.2 Standard User Registration

Standard Users have access rights to LASS that can only be granted by the Application Coordinator. In order to apply for a Standard User ID the firm must first have an Application Coordinator ID. Unlike the Application Coordinator, the Standard User does not have any administrative rights.

Step 1: Go to FHA Connection at <https://entp.hud.gov/clas>

Step 2: Click on the 'About This Site & Registration' icon. (See below)



Step 3: Registration page will display. Click on the 'Standard User Registration' link. See below.

If a user applicant is not applying for an Application Coordinator ID, a user applicant is required to complete the [Standard User Registration](#) page. Once HUD reviews and approves the request, a Standard User ID will be issued. The user must request that one of the lending organization's Application Coordinators retrieve the Standard User ID. To retrieve the Standard User ID, the Application Coordinator must go to the ID Maintenance Menu and select the FHA Connection ID Administration function. The Standard User ID will be given to the applicant once the Application Coordinator reviews and approves the applicant's FHA application(s) authorization.

Click here

Step 4: Fill out the form in its entirety. The applicant **MUST** click the checkbox next to Lender Assessment Subsystem for Title I, Title II or both.

Title II Lender ID: Service Bureau:

<input type="checkbox"/> For CHUMS	<input type="checkbox"/> For Lender Approval	<input type="checkbox"/> For Home Mortgage Disclosure Act
<input type="checkbox"/> For Monthly Premiums	<input type="checkbox"/> For Delinquent Loans	<input type="checkbox"/> For Mortgage Record Changes
<input type="checkbox"/> For Claims Processing	<input type="checkbox"/> For SFPCS-U	<input type="checkbox"/> For Neighborhood Watch
<input type="checkbox"/> For Home Equity Conversion Mortgage Reports	<input type="checkbox"/> For MultiFamily Delinquency and Default Reporting	<input type="checkbox"/> For Physical Assessment Subsystem
<input type="checkbox"/> For Development Application Processing	<input type="checkbox"/> For Lender Assessment Subsystem	

Title I Lender ID:

<input type="checkbox"/> For Title I	<input type="checkbox"/> For Lender Approval	<input type="checkbox"/> For Home Mortgage Disclosure Act
<input type="checkbox"/> For Credit Alert Interactive Voice Response System	<input type="checkbox"/> For Lender Assessment Subsystem	

Check here

Step 5: Click 'Send' at the bottom of the page. A Standard User ID will be assigned, and the Application Coordinator of your organization will receive the user ID. The password will not be enclosed, so make sure you remember it.

Note: All lender id information is processed through FHA Connection. If you have not received your user id, you must contact FHA Connection at SFADMIN@HUD.GOV or (202) 708-2121.